

BRIEFLY

TFFR News Briefs for Employers from the ND Retirement and Investment Office
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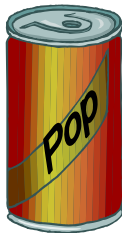
Employer Guide Update

The TFFR Employer Guide has been updated! We have enclosed the revised manual with this mailing. Please discard the old version and replace with the updated manual in your three ring binder. We hope the layout and informational changes will make the Guide easier to understand. Check it out!

A few changes include:

- Terms and Definitions – the terms “member assessment” and “member/employee contribution” are used interchangeably.
- Reporting Information - added “Internet reporting” and updated the “Employing a Retired Teacher” section.
- Forms/Reports - included the “Designation of Beneficiary” form as well as the “Notice of School District Change” form.

The first two individuals who can correctly identify one change from each section (other than those listed above) will receive a FREE, yes I did say FREE, pop. To claim your prize, e-mail your answers to curichte@state.nd.us. I will reveal the winners in the next monthly report mailing.



Administrative Rules Hearing

A public hearing has been scheduled for January 24, 2002, to address proposed amendments to ND Administrative Code Title 82. The purpose of the proposed amendments is to implement state statutes.

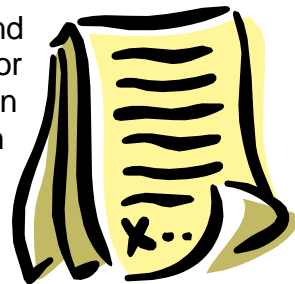
The proposed rules address payment of survivor benefits; rights to a formal hearing and appeal; and Qualified Domestic Relations Orders.

A copy of the proposed rules may be requested by writing, calling or emailing the Retirement and Investment Office.

Teacher/Legislators

If any of your employees (who are TFFR members) took unpaid leave to serve in the Legislature's special session, please review the options available for reporting these members to TFFR.

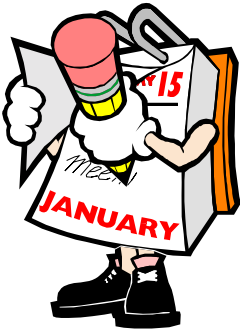
- The employer and the teacher/legislator may enter into an agreement by which payment for any lost service and salary is made as though the teacher was not on a legislative leave of absence. One important benefit in selecting this option is that the entire salary is reported to TFFR. If this salary is one of the high three annual



salaries, it may be very beneficial to the member to have this full salary reported to TFFR should the member pass away, become disabled, or retire in the next couple of years.

- If no agreement has been made, do not report the teacher to TFFR for the unpaid days. If a teacher is compensated for 700 hours or more, he/she will still earn a full year of service credit. The teacher/legislator may purchase any lost service credit by contacting the administrative office.

Employing a Retired Teacher



To help us monitor the number of retirees returning to TFFR covered employment, please complete and return the attached survey by January 15, 2002. Even if you do not employ a retired teacher, return the signed form by the due date.

If you have not already done so, also submit a completed "Retired Member Employment Notification Form" and a copy of the retiree's contract with the survey.

CAFR AVAILABLE

The Retirement and Investment Office's 2001 Comprehensive Annual Financial Report is available to all members and employers upon request. This information is also available on our web site at www.discovernd.com/rio.

Spring Business Manager Workshops



The Spring Business Manager Workshops are just around the corner. After reviewing the evaluations from the 2001 workshops, we are looking for input on what topics you would like covered to assist you with your job. If you have any new ideas or suggestions, please contact our office. Your input can make our presentation more informative and beneficial for you.

NDSBA and NDSBMA Convention

Thank you for including TFFR in the New Business Manager Workshop during the NDSBA and NDSBMA convention. It is always nice to meet the person behind the voice on the phone. Also, thank you to the business managers who stopped by TFFR's booth. We enjoyed talking with each and every one of you.



Update on Internet Reporting

Wow! What a response! TFFR has received 71 forms from districts interested in internet reporting. If you have not done so, it is not too late to respond. Starting in January, detailed information explaining how to report over the internet will be sent to the districts on a first come, first serve basis. For monitoring purposes, we will only be adding 10 - 15 districts per month. It will take some time before everyone is up and running, so please be patient.

Late Reporting

TFFR has seen an increase in incomplete and late reporting of required reports and forms such as the Member Action Form.



TFFR is bound by law to assess a \$250 penalty if any employer fails to remit payment and/or any required reports or forms

by the due date. We may also notify the Department of Public Instruction to withhold state foundation aid until all TFFR reports and forms are received.

Remember, if you hire or rehire a teacher in a full time, part time, or summer school position, a Member Action Form must be completed.

Correction

The “Retirement Program Options for Reservists” article in the September 2001 Briefly omitted some important information. Table 1 detailed who would be responsible for payment if a member elected to purchase lost service credit under the Uniformed Services Employment and Re-employment Rights Act (USERRA). In addition to the employee contribution, the employer is also required to make the matching retirement contribution under all models.

The table has been corrected for reference.

TABLE 1 - corrected

Model 1	Member pays employee contribution (7.75% of lost salary)
	Employer pays employer contribution (7.75% of lost salary)
Model 2 All	Member pays 0
	Employer pays employer & employee contribution (15.5% of lost retirement salary)
Model 2 Partial & Model 3	Member & employer each pay their part of the employee contribution (total 7.75% of lost retirement salary)
	Employer pays employer contribution (7.75% of lost retirement salary)

Once we are notified that a member has returned to TFFR covered employment and is eligible to purchase military service credit under USERRA, the cost to purchase will be calculated and a request for payment will be sent to the employer.

Again, our apologies for any inconvenience this may have caused. If you have any questions regarding military service and TFFR, please contact Denise or Shelly at the administrative office.